

OAK RIDGE SITE SPECIFIC ADVISORY BOARD



FY 2005 WORK PLAN

ADOPTED NOV. 10, 2004

INTRODUCTION

The Oak Ridge Site Specific Advisory Board (ORSSAB) is a federally appointed citizens' panel that provides advice and recommendations to the U.S. Department of Energy–Oak Ridge Operations (DOE-ORO) on its Oak Ridge Environmental Management (EM) Program. The group was formed in 1995 and is chartered under the EM SSAB Federal Advisory Committee Act Charter. The Board's mission statement is as follows:

ORSSAB is an independent, nonpartisan, broadly representative group of citizens with interests and concerns related to the environment at the Oak Ridge Reservation (ORR) and surrounding areas. The Board is dedicated to providing informed recommendations and advice to the DOE EM Program regarding environmental restoration and waste management, as well as land use and economic development of contaminated areas. Recommendations regarding environmental justice, health and safety issues, and other subjects may be developed at the Board's discretion. The Board is committed to reflecting the concerns of the communities impacted by environmental management of the ORR and to serving as a communications link between the public and relevant government agencies, including local governments.

The Board is composed of up to 20 members, chosen by an independent screening panel to reflect the diversity of gender, race, occupation, views, and interests of persons living near the ORR. Members are appointed by DOE and serve on a voluntary basis, without compensation. The Board currently consists of members from five counties: Anderson, Knox, Loudon, Meigs, and Roane. Non-voting members include representatives from DOE-ORO, the U.S. Environmental Protection Agency (EPA) Region 4, and the Tennessee Department of Environment and Conservation (TDEC). These members advise the Board on their agency's policies and views. Two non-voting student participants also serve on the Board to represent the viewpoints and concerns of area youth. The student representatives for FY 2004 are from Oak Ridge and Karns high schools.

The Board meets monthly to hear presentations by persons working on relevant environmental management topics, listen to and discuss input from citizens, consider recommendations developed by the various ORSSAB committees, and perform other business. The Board strives for consensus in reaching decisions and conducts business under a set of bylaws, standing rules, and special rules of order, which incorporate the principles of *Robert's Rules of Order*.

FY 2005 ORGANIZATION

ORSSAB generally works to achieve its mission through its committee structure, and each year the Board holds a planning retreat to determine how best to address its mission and what its committee structure should be. This year's retreat was held August 7, 2004, at the DOE Information Center in Oak Ridge. Minutes from the retreat were recorded and are available on the Board's web site at www.oakridge.doe.gov/em/ssab/minutes.htm. A video recording of the meeting was made and may be viewed by phoning the DOE Information Center at (865) 241-4780.

The FY 2005 organizational structure is shown in Figure 1. It includes an Executive Committee, four standing committees (Board Finance, Environmental Management, Public Outreach, and Stewardship), and one ad hoc committee (Board Process). As allowed by ORSSAB Bylaws, other committees may be formed as needed during the year to address specific issues.



Figure 1. FY 2005 organizational structure.

Each ORSSAB standing committee creates its own work plan to guide its activities during the year. Suggestions for committee work plan topics were provided prior to the retreat by DOE, TDEC, EPA, ORSSAB members, and stakeholders (via the Board's "Stakeholder Survey"). Selection of final work plan topics was made at the retreat by the Board membership. Topics were then incorporated into draft committee work plans, along with information on issue managers, timelines, expected output, and status. These work plans, which are "living documents" to be updated continually as the Board year progresses, are provided in the following pages.

Board Finance Committee Mission Statement

The Board Finance Committee of the Oak Ridge Site Specific Advisory Board has overall responsibility for budget prioritization and control for the Board. With the approval of the Executive Committee, in accordance with ORSSAB bylaws, the Board Finance Committee sets budget targets for each type of expenditure, proposes general budget guidance, determines funding availability for travel requests, and reviews monthly cost reports.

FY 2005 Work Plan Tracking Chart

| Month | Issue and Activities | Expected Output | Status |
|--------------|--|---|---------------|
| Sept. | <ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Review categories of board expenditures, travel procedures, payment of incidental expenses for 2005 | <ul style="list-style-type: none"> ▪ Completed reviews ▪ Updated information on Spectrum costs and status | Complete |
| Oct. | <ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Review facilitator status ▪ Discuss Spectrum costs ▪ Discuss FY 2005 budget | <ul style="list-style-type: none"> ▪ Completed reviews | Complete |
| Nov. | <ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Review process for developing standing committees' budgets; make request for their FY 2006 needs | <ul style="list-style-type: none"> ▪ Completed reviews ▪ Completed request for committees' FY 2006 needs | |
| Dec. | <ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Discuss FY 2006 budget requirements | <ul style="list-style-type: none"> ▪ Completed review | |
| Jan. | <ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Work on FY 2006 budget request | <ul style="list-style-type: none"> ▪ Draft FY 2006 budget for Executive review | |
| Feb. | <ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Review FY 2006 President's Budget for EM ▪ Finalize FY 2006 budget request and submit to Executive Committee for approval and transmittal to DOE | <ul style="list-style-type: none"> ▪ Completed review ▪ Final 2006 budget request | |
| Mar. | <ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Review EM budget allocation for FY 2005 ▪ Meet with Spectrum to review costs and contract status | <ul style="list-style-type: none"> ▪ Completed reviews ▪ Updated information on Spectrum costs and status | |
| April | <ul style="list-style-type: none"> ▪ Review monthly expenditures | <ul style="list-style-type: none"> ▪ Completed review | |
| May | <ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Review projected board costs for the remainder of the fiscal year ▪ Discuss FY 2006 budget | <ul style="list-style-type: none"> ▪ Completed reviews | |
| June | <ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Discuss FY 2006 budget with DDFO | <ul style="list-style-type: none"> ▪ Completed review | |
| July | <ul style="list-style-type: none"> ▪ Review monthly expenditures | <ul style="list-style-type: none"> ▪ Completed review | |

| Month | Issue and Activities | Expected Output | Status |
|--------|--|---|--------|
| August | <ul style="list-style-type: none"> Review monthly expenditures Discuss committee's FY 2005 accomplishments and FY 2006 tasks | <ul style="list-style-type: none"> Completed review List of 2005 accomplishments and draft 2006 work plan | |

Environmental Management Committee Mission Statement

The mission of this committee is to evaluate and make recommendations on DOE's planning and implementation of ORR environmental restoration project and on treatment, storage, disposal and transportation of wastes and materials for which the EM Program is responsible. The committee will facilitate public participation in providing feedback to DOE on these decisions and consider health and safety, environmental justice and DOE complex-wide concerns related to its mission topics.

FY 2005 Work Plan Tracking Chart

| Month | Issue Manager | Issue/Activities | Expected Output | Status |
|---------|---|--|-----------------|--|
| Sept | ORSSAB - Luis Revilla DOE – Dave Adler, 576-4094 adlerdg@oro.doe.gov BJC Design & Construction – Joe Williams, 241-1268 williamsmj@bechteljacobs.org BJC Waste Shipments – Mike West, 576-1733 westml@bechteljacobs.org | Haul Road | | Once the regulatory avenue through which this proposal will be addressed (NEPA vs. CERCLA), another DOE point of contact will be identified. |
| Sept | ORSSAB - Bob McLeod DOE – Jason Darby, 241-6343 darbyjd@oro.doe.gov BJC – Dick Ketelle, 574-57632 ketellerh@bechteljacobs.org | Remediation Effectiveness Report - Groundwater | | |
| October | ORSSAB - John Million/ Norman Mulvenon DOE – Jason Darby, 241-6343 darbyjd@oro.doe.gov BJC – Dick Ketelle, 574-57632 ketellerh@bechteljacobs.org | Ecological Risk Assessment | | |

| Month | Issue Manager | Issue/Activities | Expected Output | Status |
|-------|--|--|-----------------|--------|
| Nov | ORSSAB - Dave Mosby/ Luther Gibson DOE – BJC – John Kubarewicz 241-3844 kbarewiczj1@bechteljacobs.org | Upper East Fork Poplar Creek (UEFPC) | | |
| Dec | ORSSAB – Luis Revilla/ Dick Berry DOE – BJC - | Transportation | | |
| Jan | ORSSAB – Dick Berry/ Kerry Trammell DOE – Gary Riner, 241-3498 rinergi@oro.doe.gov BJC – Bill Zulliger, 241-1187 zulligerwr@bechteljacobs.org | Transuranic Waste | | |
| Feb | ORSSAB – Norman Mulvenon DOE – Elizabeth Phillips, 241-6172 phillipsec@oro.doe.gov BJC – Charlie Mansfield, 576-1777 mansfieldcw@bechteljacobs.org | Corehole 8 | | |
| March | | | | |
| April | ORSSAB - Bob McLeod DOE – Jason Darby, 241-6343 darbyjd@oro.doe.gov BJC – Dick Ketelle, 574-57632 ketellerh@bechteljacobs.org | RER - Groundwater | | |
| May | ORSSAB – Amy DeMint DOE – John Michael Japp, | Environmental Management Waste | | |

| Month | Issue Manager | Issue/Activities | Expected Output | Status |
|--------|---|---|-----------------|--------|
| | 241-6344 jappjm@oro.doe.gov BJC Design & construction - Joe Williams, 241-1268 williamsmj@bechteljacobs.org BJC Operations - Dave Whitehead, 241-6369 whiteheadhd@bechteljacobs.org | Management Facility (CERCLA waste facility) | | |
| June | ORSSAB - Dave Mosby/ Luther Gibson DOE – BJC – John Kubarewicz 241-3844 kbarewiczj1@bechteljacobs.org | UEFPC | | |
| July | | PLANNING | | |
| August | | PLANNING | | |

Several topics not assigned a month or manager were kept on the work plan for future consideration.

Potential Topics

| Issue Manager | Issue/Activities |
|--|-----------------------|
| ORSSAB – Luther Gibson DOE – Joy Sager, 576-0850 sagerjl@oro.doe.gov BJC – Courtney Manrod, 576-6828 manrodca@bechteljacobs.org | TSCA Incinerator |
| ORSSAB – Dick Berry, Pat Hill, John Kennerly, Norman Mulvenon, DOE – Wendy Cain, 574-9130 cainwa@oro.doe.gov BJC – Greg Eidam, 576-3393 eidamgr@bechteljacobs.org | Historic Preservation |
| ORSSAB – John Million DOE – | ETTP |

| Issue Manager | Issue/Activities |
|---|--|
| BJC – Sid Garland, 574-8581 garlandsbii@bechteljacobs.org | |
| ORSSAB – DOE – BJC – Ed Trujillo, 241-6728 trujilloe@bechteljacobs.org | In-situ grouting in Melton Valley – Trenches 5 & 7 |
| ORSSAB – DOE – BJC – Mike West, 576-1733 westml@bechteljacobs.org | Transportation of waste |
| ORSSAB – DOE – BJC – | Demolition/disposition |
| ORSSAB – DOE – BJC – Greg Eidam, 576-3393 eidamgr@bechteljacobs.org | K-25/27 Equipment removal |

Public Outreach Committee Mission Statement

The goal of the ORSSAB Public Outreach Committee is to implement the Board's mission statement as it relates to community involvement: *"The Board is committed to reflecting the concerns of the communities impacted by environmental management of the Oak Ridge Reservation and to serving as a communications link between the public and DOE."* The Public Outreach Committee will achieve this goal by advertising ORSSAB activities in a variety of publications and media; making presentations to local organizations, schools, and elected officials; and promoting awareness about ORSSAB through special events, exhibits, and other activities.

FY 2005 Work Plan Tracking Chart

| Month | Events and Activities | Expected Output | Status |
|---------|---|---|---|
| Sept 28 | Discuss AMSE exhibit touch-screen programs Review Advocate | Draft touch-screen program Approved Advocate | Completed discussion of AMSE and Volunteer Fair |

| Month | Events and Activities | Expected Output | Status |
|---------|---|--|---|
| | Prepare for ORNL Volunteer Fair | Plan for ORNL Volunteer Fair | Advocate will go to committee for review 10/1 |
| Oct 26 | Discuss AMSE exhibit Review revised newspaper ad Review revised artwork for 10 th anniversary coffee cup and coaster Debrief of ORNL Volunteer Fair Discuss 04 annual report Review draft Advocate newsletter | Final newspaper ad format Final cup and coaster artwork Participation in ORNL Volunteer Fair Approved Advocate newsletter | New ad format will be used beginning in November Cups and coasters will be ordered this month Advocate went to printer October 29 |
| Nov 23 | Discuss advertising for AMSE exhibit debut Make presentations to 06 student rep schools Discuss 04 annual report Discuss Stakeholder Survey Discuss ORSSAB shirts | AMSE advertising plan Completed presentations Plan for annual report Path forward on 05 Stakeholder Survey Decision on ORSSAB shirts | |
| Dec 21 | Participate in AMSE exhibit opening Develop proposed outreach expenditures for FY 2006 | Participation in AMSE exhibit opening Recommendations to Board Finance Committee on 06 outreach expenditures | |
| Jan 25 | Discuss AMSE exhibit Discuss ORSSAB 10 th anniversary event/advertising | | |
| Feb 22 | Discuss AMSE exhibit | | |
| Mar 22 | Discuss AMSE exhibit | | |
| Apr 26 | Make presentations to 06 student rep schools Prepare for Y-12 Safety Fair Discuss AMSE exhibit | Completed presentations | |
| May 24 | Discuss AMSE exhibit | | |
| June 21 | Participate in Y-12 Safety Fair Discuss AMSE exhibit Discuss Secret City exhibit Review Stakeholder Survey and | Participation in Y-12 Safety Fair Plan for Secret City exhibit Comments on survey and distribution list | |

| Month | Events and Activities | Expected Output | Status |
|---------|--|--------------------------|--------|
| | distribution list | | |
| July 26 | Discuss AMSE exhibit Review FY 2005 activities and begin planning for FY 2006 | Initial plan for FY 2006 | |
| Aug 23 | Finalize FY 2006 work plan | Final plan for FY 2006 | |

Stewardship Committee Mission Statement

The goal of the committee is to serve as a forum for discussion of topics relevant to the long-term stewardship of the ORR and to act as liaison between DOE and the community at large regarding stewardship issues. The Stewardship Committee works to ensure that DOE takes steps toward an effective stewardship program for the ORR, promotes local involvement in stewardship for the ORR and furthers a national commitment to stewardship across DOE sites. The committee also considers public outreach, health and safety and environmental justice issues related to its mission topics.

FY 2005 Work Plan Tracking Chart

| Month | Issue Manager | Issue/Activities | Expected Output | Status |
|-------|---|---|--|--------------------------------|
| Sept | ORSSAB – Donna Campbell, Heather Cothron, Linda Murawski | Stewardship Education Resource Kit | | |
| Sept | ORSSAB – DOE – Ralph Skinner 576-7403 skinnerrm@oro.doe.gov BJC – Sid Garland, 574-8581 garlandsbii@bechteljacobs.org | Long-Term Stewardship (LTS) Implementation Plan Status | Comments on conceptual plan | |
| Sept | ORSSAB – All committee members DOE – Ralph Skinner 576-7403 skinnerrm@oro.doe.gov BJC/Melton Valley – Dan Sloan, 241-3819 sloandp@bechteljacobs.org BJC/ETTP – Sid Garland, 574-8581 garlandsbii@bechteljacobs.org | Long-Term Stewardship Issues associated w/ Melton Valley & ETTP | Formulate letter to Kopotic & Skinner with questions for updates in October and November | |
| Oct | ORSSAB – DOE – Ralph Skinner, 576-7403 skinnerrm@oro.doe.gov | Long-Term Stewardship issues at Melton Valley | Tour on Oct. 25 | Tour successfully completed |

| Month | Issue Manager | Issue/Activities | Expected Output | Status |
|-------|---|--|--|--------|
| | BJC – Dan Sloan, 241-3819 sloandp@bechteljacobs.org | | | |
| Nov | ORSSAB – DOE – Jim Kopotic, 576-9441 kopoticjd@oro.doe.gov BJC – Sid Garland, 574-8581 garlandsbii@bechteljacobs.org | Long-Term Stewardship issues at ETPP | Tour on Nov. 22 Thoughts on LTS Mgt Planning | |
| Dec | ORSSAB – Norman Mulvenon DOE – Jason Darby, 241-6343 darbyjd@oro.doe.gov BJC – Lynn Sims, 241-1158 simslm@bechteljacobs.org | Five-Year Review Planning | | |
| Jan | ORSSAB – DOE – Walter Perry, 576-0885 perrywn@oro.doe.gov BJC – Sid Garland, 574-8581 garlandsbii@bechteljacobs.org | Outreach Brainstorm | Formulate methods by which to refresh community awareness of Stewardship issues | |
| Feb | ORSSAB – DOE – BJC – | | | |
| March | ORSSAB – DOE – BJC – | | | |
| April | ORSSAB – DOE – BJC – | | | |

| Month | Issue Manager | Issue/Activities | Expected Output | Status |
|--------|------------------------------------|------------------|-----------------|--------|
| May | ORSSAB – DOE – BJC – | | | |
| June | ORSSAB – DOE – BJC – | | | |
| July | | PLANNING | | |
| August | | PLANNING | | |

Committee members also identified issues which will continue to be items of interest and may require periodic updates as opposed to full-fledged presentations:

Ongoing Committee Topics

| Issue Manager | Issue/Activities |
|---|---|
| ORSSAB – DOE – Jason Darby, 241-6343 darbyjd@oro.doe.gov BJC – Dick Ketelle, 574-57632 ketellerh@bechteljacobs.org | Groundwater |
| ORSSAB – Stewardship Status Team DOE – Ralph Skinner 576-7403 skinnerrm@oro.doe.gov BJC – Sid Garland, 574-8581 garlandsbii@bechteljacobs.org | LTS Regulatory Framework |
| ORSSAB – Ben Adams, Al Brooks DOE – Ralph Skinner 576-7403 skinnerrm@oro.doe.gov BJC – Sid Garland, 574-8581 garlandsbii@bechteljacobs.org | The Map Question – Working Maps, Retention of GIS Information (DOE/EPA) |
| ORSSAB – Al Brooks, Claudia Lever | GIS – Oak Ridge, Anderson and Roane Counties |

| Issue Manager | Issue/Activities |
|---|---|
| DOE – Ralph Skinner 576-7403 skinnerrm@oro.doe.gov Karen Kadas 241-2224 kadask@oro.doe.gov DOE Real Estate Office - Katie Kates 576-0997 katesse@oro.doe.gov BJC – Sid Garland, 574-8581 garlandsbii@bechteljacobs.org | |
| ORSSAB – DOE – Ralph Skinner 576-7403 skinnerrm@oro.doe.gov BJC – Sid Garland, 574-8581 garlandsbii@bechteljacobs.org | Overall LTS Implementation Steps – From Paper to Action |

Several topics not assigned a month or manager were kept on the work plan for future consideration.

Potential Topics

| Issue Manager | Issue/Activities |
|---|---|
| ORSSAB – DOE – BJC – | Long-Term Stewardship Milestones; what documents are forthcoming? |
| ORSSAB – DOE – | Transfer of property at ETTP – DOE Roles and Responsibilities |
| ORSSAB – DOE – | Legality of Land Use Control Implementation Plans (LUCIPs) |
| ORSSAB – DOE – John Michael Japp, 241-6344 jappjm@oro.doe.gov BJC Design & construction - Joe Williams, 241-1268 | EMWMF – Effectiveness of Corrective Measure |

| Issue Manager | Issue/Activities |
|------------------------------------|--|
| williamsmj@bechteljacobs.org | |
| ORSSAB – DOE – BJC – | Site-Specific Documentation for LTS Requirements |
| ORSSAB – DOE – BJC – | TDEC/EPA/ATSDR Neighborhood Monitoring |
| ORSSAB – DOE – BJC – | Burial Ground 1070/C&D |

Board Process Ad Hoc Committee Mission Statement

The purpose of this committee is to serve as the Board's forum for initial debate on issues involving Board process. The committee's scope includes review of *ORSSAB Bylaws*, *Standing Rules and Special Rules of Order*, Board meeting structure, new member training, retreat planning and preparation of the Board's Work Plan.

FY 2005 Work Plan Tracking Chart

| Month | Issue/Activities | Expected Output | Status |
|-------|--|---|---|
| Oct | Bylaws clarification (includes text about Finance Committee and number of student representatives) | Bylaws revision | Ongoing; Staff will send Osborne/Campbell edit to committee members for consideration |
| | Selection/filter process for (unsolicited) student representatives to the Board | RESOLVED | Complete |
| | Review/edit 2004 Connor Matthews' Retreat Summary | Off the table; accepted as is | Complete |
| Nov | Identify ways to strengthen training/education for new members (maybe replace current videos?) | Possible changes; Committee will review current materials and consider mentoring strategies | |

| Month | Issue/Activities | Expected Output | Status |
|-------|---|--|--------|
| | Develop additional orientation training for new members Review and revise Bylaws | Tim Myrick asked to review & comment on orientation videos Possible changes | |
| Dec | Educate members on Board process/procedures Review and revise the Bylaws Issue Managers need to work directly with the DOE/ Contractor to prepare fact sheets, white papers, bullets, etc. | Determine method of education Some reviews will happen as cmte/Bd review bylaws Devise form/process for issue managers to follow; better define the process and expected outcome | |
| Jan | Review and revise the Bylaws Review committee procedures to determine effectiveness (bylaws & procedures) Review meeting times for committees | Possible changes Will occur in parallel with bylaws review Determined an issue for Executive Committee | |
| Feb | Review and revise the Bylaws Revise the checklist that goes with recommendations to achieve better focus and definition of the recommendation before it goes to the Board | Possible changes Review process of making the checklist and define whose role it is to write | |
| March | Review and revise the Bylaws Find a way to improve the level of preparation for board meetings | Possible changes | |
| April | Review and revise the Bylaws Determine how to utilize Internet resources to better educate members Begin planning annual Board retreat Provide group discussion with experts to better education members | Possible changes Encompass how topics for meeting presentations are selected | |
| May | Review and revise the Bylaws Prepare for Strategic Planning Meeting | Possible changes Proposal for format and structure | |

| Month | Issue/Activities | Expected Output | Status |
|--------------|--|-------------------------|---------------|
| June | Review and revise the Bylaws | Possible changes | |
| | Prepare for Strategic Planning Meeting | Logistics documented | |
| July | Review and revise the Bylaws | Possible changes | |
| | Prepare for Strategic Planning Meeting | Plan for meeting issued | |
| August | Review and revise the Bylaws | Possible changes | |

Ongoing Committee Topics

| Issue/Activities |
|---|
| Keep meetings focused on the topics; Study how the Board meeting is run and determine if a parliamentarian is needed. |